

## NOTARY PUBLIC EXAMINATION REGISTRATION

**Instructions:** Complete this form in its entirety and send it along with the **Application to Qualify** to the Secretary of State's office. The **Examination Registration** fee is \$75 and the **Application to Qualify** fee is \$25. Both must be filed with the Secretary of State's office no later than 45 days prior to the date of the examination. Forms can be filed via mail, fax or email. The **Credit Card Cover Sheet** must accompany fax or email filings. Make checks payable to Secretary of State. **This registration and fee is non-refundable and non-transferable.** The information on this form and the disposition of the examination is public record (except for your social security #).

**Applicant's Parish of Residence:** \_\_\_\_\_

**Applicant's Social Security #: (last 4 digits only)** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

**Applicant's Mailing Address:** \_\_\_\_\_

**zip:** \_\_\_\_\_

**Applicant's Phone Numbers:** *daytime:* ( ) *home:* ( )

**Examination Date:** \_\_\_\_\_

**I understand that this registration and fee is non-transferable and non-refundable.**

**Applicant's Signature (required)** \_\_\_\_\_

**Applicant's Notary I.D. # (if applicable)** \_\_\_\_\_

(Commissioned notaries **do not** have to file an Application to Qualify)

**(Check all that apply):**

Examination fee of \$75.00: ☐ check ☐ money order ☐ cashier's check ☐ credit card  
(cover sheet required)

Application fee of \$25.00: ☐ check ☐ money order ☐ cashier's check ☐ credit card  
(cover sheet required)

---

---

**Date Approved by Secretary of State:**

---

---

**Mail to: Secretary of State • Notary Division • P.O. Box 94125 • Baton Rouge, LA 70804**

**Physical Address: 8585 Archives Avenue • Baton Rouge, LA • 70809**

**Email: [notaries@sos.louisiana.gov](mailto:notaries@sos.louisiana.gov) • Fax: 225.932.5359**